Office of Early Learning

VPK Provider Improvement Process Overview Webinar for ELC and District VPK

Contacts

Gary Sabitsch
Director of VPK Accountability

Melinda Webster
VPK Program Manager

February 24, 2020
Webinar Etiquette

Your phone is on mute. Please type your questions or comments about any of the information presented in the questions box in the Webinar control panel.

Handouts are available for download in the Handouts section of the menu bar.

Please type “Yes” in the questions box if you can hear us and can see the webinar.
Agenda

- Review of related statute and rules
- Review of provider on probation requirements
- Overview of Provider Improvement Plan review and approval process
(1) Probation. A provider remains on probation until it meets the minimum rate adopted by the Office as satisfactory under Section 1002.69(6), F.S. An early learning coalition or school district, as applicable, shall place on first year probation any Voluntary Prekindergarten Education (VPK) provider which fails to meet the minimum kindergarten readiness rate for a program type (school-year or summer) adopted by the Office of Early Learning as satisfactory under Section 1002.69(6), F.S, and require such provider to submit and implement an approved improvement plan designed to improve the provider’s kindergarten readiness rate. An improvement plan shall include:

(a) Use of Approved Curriculum or Staff Development Plan. A VPK provider on probation must select either an approved curriculum from the list of approved curricula for providers on probation on the Office’s website per Rule 6M-8.604, F.A.C., or a staff development plan available from the Office of Early Learning per Rule 6M-8.605, F.A.C., as a target area in its improvement plan. An early learning coalition or school district, as applicable, shall require a VPK provider on probation to use an approved curriculum or staff development plan in accordance with Section 1002.67(4)(c), F.S. The Office’s website is:

VPK Provider Improvement Process

Related Rules

• **Rule 6M-8.700, F.A.C.** Provider on Probation; Voluntary Prekindergarten Education Program Improvement Plan and Implementation; First Year Probation

• **Rule 6M-8.701, F.A.C.** Provider on Probation; Voluntary Prekindergarten Education Program Annual Probation Progress Report; Second and Subsequent Year Probation

• **Rule 6M-8.702, F.A.C.** Removal From Voluntary Prekindergarten Education Program Eligibility

Providers on probation are required to:

- **Year 1** — Submit an improvement plan electronically for approval by the coalition or school district and implement the plan. The provider must select two target areas for improvement. The first target area is mandatory; providers must purchase and implement a DOE-approved curriculum or complete the **DOE-Approved Staff Development Plan for Providers on Probation**.

- **Year 2** — Remain on probation and submit a VPK Education Program Annual Probation Progress Report.

- **Year 3** — Apply for and be granted a good cause exemption or be removed from the VPK program for five years.
Providers must complete all steps of the improvement process electronically on the readiness rate website at https://vpkrates.floridaearlylearning.com/home.


- **Staff Development Plan**
Staff Development Plan

• Approved Staff Development Plan for VPK Providers on Probation
  ▪ Exhibit A: Staff Observation
  ▪ Exhibit B: Monthly Feedback Template
  ▪ Exhibit C: Assessment Results Meeting Template
### Exhibit A – Staff Observation Template

**VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM**

**Staff Development Plan**

<table>
<thead>
<tr>
<th>Staff Member:</th>
<th>Director/Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LANGUAGE DEVELOPMENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interactions and Instructional Strategies</strong></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>The instructor engages in individual conversations with children.</td>
</tr>
<tr>
<td>The instructor facilitates small group interactions with a focus on building vocabulary.</td>
</tr>
<tr>
<td>The instructor engages in interactions that build on children’s prior knowledge and interests.</td>
</tr>
</tbody>
</table>
**VPK Provider Improvement Process**

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**Exhibit B – Monthly Feedback Template**

**VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM**

**Staff Development Plan**

<table>
<thead>
<tr>
<th>Staff Member:</th>
<th>Director/Supervisor:</th>
</tr>
</thead>
</table>

Meetings should be based upon the two most recent bi-weekly observations with one meeting per month occurring for each VPK staff member. Use the tables below to reflect on interactions and instructional strategies related to language development and phonological awareness noted during the observation. Be sure to complete the planning section of each table ensuring that classroom interactions and instructional strategies are translating to children’s learning in the specified areas.

### FIRST OBSERVATION

<table>
<thead>
<tr>
<th>Date of Observation:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Discussed</th>
<th>Interactions and Strategies to Reflect Upon</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discussed</th>
<th>Planning: Future Goals and Plans for Growth</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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DATE: ________________
### VPK Provider Improvement Process

**Exhibit C – Assessment Results Meeting Template**

**VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM**

**Staff Development Plan**

#### Staff Member(s):   Director/Supervisor:

Directors/supervisors must meet with teaching staff at least once to discuss VPK Assessment results by class. Cooperatively written lesson plans should be developed to link VPK Assessment results with further instruction, particularly in the areas of phonological awareness and language development/vocabulary. Children’s individualized needs should be addressed by the plan for at least the two areas mentioned.

<table>
<thead>
<tr>
<th>VPK ASSESSMENT DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPK Assessment Period:</td>
</tr>
<tr>
<td>Discusses</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom Implications of Assessment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**DATE: _____________**
# VPK Provider Improvement Process

## Provider on Probation Acknowledgment

**NOTE:** Avoid using browser’s Back button. Click [Logout] to return to OEL Administrator Account!

### Final Readiness Rate and Improvement Process

Please select from the following menu for your 2018-19 School-Year and/or Summer VPK program.

<table>
<thead>
<tr>
<th>VPK Provider Improvement Process</th>
<th>Program Type</th>
<th>Status *</th>
<th>Review **</th>
<th>Pending Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPK Provider Kindergarten Readiness Rate Report</td>
<td>School-Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VPK Provider Acknowledgement</td>
<td>School-Year</td>
<td>NOT STARTED (due 3/9/2020)</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>VPK Provider Improvement Plan</td>
<td>School-Year</td>
<td>NOT STARTED</td>
<td></td>
<td>YES</td>
</tr>
</tbody>
</table>

* **Status Codes**
  - NOT STARTED = The VPK Provider has not yet begun to enter the requested information.
  - SAVED = The VPK Provider has begun to enter the information, has saved the information, but has not yet clicked [Submit].
  - SUBMITTED = The VPK Provider has completed the requested information and has clicked [Submit].
<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPK Provider Acknowledgement</td>
<td>March 9, 2020</td>
</tr>
<tr>
<td>VPK Provider Improvement Plan</td>
<td>Provider must have an approved improvement plan in place for at least 30 days prior to receiving an advance payment and for at least 30 days prior to offering VPK instruction for the next VPK program.</td>
</tr>
</tbody>
</table>
VPK Provider Improvement Process
VPK Provider Improvement Process

Welcome to the Early Learning Coalition Administrator's Secure Home Page.

- Please note that coalitions will only be able to view information for providers within their coalition.

- Improvement Plans:
  - [Approve] - After reviewing a provider's plan, if approved, click the [Approve] button located at the bottom of the plan in the box "For Coalition Use Only".
  - [Disapprove] - If a provider's submitted plan needs to be revised, click the [Disapprove] button in the "For Coalition Use Only" box at the bottom of the plan. The provider's plan will then automatically be re-set to a "Pending" status, which will allow the provider to go back in and revise. The provider must then click [Submit] to re-submit the plan for approval.

Select a Program Year: 2018-19

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Total Submissions</th>
<th>Total Submissions With No Changes</th>
<th>Total Submissions With Changes</th>
<th>Total Non-Submissions</th>
<th>Total VPK Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-Year</td>
<td>131</td>
<td>119</td>
<td>12</td>
<td>261</td>
<td>392</td>
</tr>
<tr>
<td>Summer</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>4</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Total Submissions</th>
<th>Total VPK Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-Year</td>
<td>0</td>
<td>392</td>
</tr>
<tr>
<td>Summer</td>
<td>0</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Total Providers on Probation</th>
<th>Provider Acknowledgement</th>
<th>Provider Improvement Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Submissions</td>
<td>Total Non-Submissions</td>
<td>Total Submissions</td>
</tr>
<tr>
<td>School-Year</td>
<td>129</td>
<td>6</td>
<td>123</td>
</tr>
<tr>
<td>Summer</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
## VPK Provider Improvement Process

Click on Provider’s name to view Improvement Plan submission for review.

### Total Improvement Plan Submissions

Below is a summary of the total number of providers who have submitted their Improvement Plan. Please note that coalitions will only be able to view information for providers within their coalition. Also, note that districts will only be able to view information for public school providers within their district.

By clicking the provider name, you will be able to access a "view only" version of the Improvement Plan for that provider. If you would like this information displayed in an Excel spreadsheet, click on the "Export to Excel" button.

### Sort Order Guide:

- **Asc** = Ascending Order
- **Desc** = Descending Order

## Improvement Plan Summary

**Program Year: 2018-19**

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Coalition</th>
<th>County Name</th>
<th>Program Type</th>
<th>Provider Type</th>
<th>Date Submitted</th>
<th>Improvement Plan Submitted By</th>
<th>Review Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>School-Year</td>
<td>Private Center</td>
<td>2/18/2020 1:58:02 PM</td>
<td></td>
<td>PENDING</td>
</tr>
</tbody>
</table>

**Review Codes**

- **PENDING** = The coalition/district is reviewing the information submitted by the VPK Provider.
- **APPROVED** = The coalition/district has approved the information submitted by the VPK Provider.
- **DISAPPROVED** = The coalition/district has not approved the information submitted by the VPK Provider.
VPK Provider Improvement Process

Low Performing Provider Year 1
Provider Improvement Plan

- For a print friendly version, click [Print] or [Export to MS Word]. To display color in your printed version, in the Print Preferences dialog box, select the “Print background colors and images” checkbox in Advanced Settings.

Provider Improvement Plan

Date: 02/18/2020

Contact Information

Name: Donald Corley
Position: Admin
Email Address: doorley@csjajx.org

Provider Program and Children Details

PROVIDER INFORMATION
Provider Name: CORNERSTONE OF JACKSONVILLE INC
Provider Type: Private Center
Faith Based: No

PROGRAM INFORMATION
Program Year: 2018-19
Program Type: School-Year
Children Served: 22
School Readiness: Yes
County: Duval
Early Learning Coalition: Duval

VPK CHILD DEMOGRAPHICS FOR CHILDREN IN READINESS RATE CALCULATION

Race
White: *
Black: *
Hispanic: *
Asian: *
Native Hawaiian / Pacific Islander: *
American Indian / Alaskan Native: *
Multiracial / Ethnic: *
Unreported: *

Gender
Male: *
Female: *
Unreported: *

Children With Disabilities
Yes: *
No: *
Unreported: *

Free / Reduced Price Lunch
English Language Learner
# VPK Provider Improvement Process

## Readiness Rate History

<table>
<thead>
<tr>
<th>Program Year</th>
<th>Program Year Rate Minimum</th>
<th>Readiness Rate Score</th>
<th>Low Performing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>60</td>
<td>53</td>
<td>Yes</td>
</tr>
<tr>
<td>2017-18</td>
<td>60</td>
<td>56</td>
<td>Yes</td>
</tr>
<tr>
<td>2016-17</td>
<td>60</td>
<td>75</td>
<td>No</td>
</tr>
<tr>
<td>2015-16</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td>70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Measures and Rates

- WSS Scores: *
- FAIR Scores: *
- Readiness Rate: 53
- # of Children in Readiness Rate Calculation: 15
- Percent of Children in Readiness Rate Calculation: 68
- Percent of Children Meeting Substantial Completion: 82

* No data are displayed when there are less than 10 children

## Self-Assessment Information

### Self-Assessment Instrument

<table>
<thead>
<tr>
<th>Classroom Assessment Scoring System (CLASS) - Preschool (Pre-K) Version</th>
<th>Completion Date (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/03/2019</td>
</tr>
</tbody>
</table>

## Target Area Information

### What are Target Areas?

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Provider Pending Tasks</th>
<th>Provider Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmentally Appropriate Curriculum</td>
<td>No</td>
<td>2/18/2020 1:54:19 PM</td>
</tr>
<tr>
<td>Administrative and Management Practices</td>
<td>No</td>
<td>2/18/2020 1:54:05 PM</td>
</tr>
</tbody>
</table>
VPK Provider Improvement Process

Target Area: New Curriculum

**NOTE** Avoid using browser’s Back button. Click [Logout] to return to OEL Administrator Account!

**Low Performing Provider Year 1**

**Developmentally Appropriate Curriculum**

Developmentally appropriate curricula offer opportunities for children to learn individually and in groups according to their developmental needs and interests. The program should implement a curriculum that is consistent with its goals for children and promotes learning and development in each of the developmental domains addressed in the Florida VPK Education Standards adopted by the Department of Education.

**Adding New Curricula:** Click Add New Curriculum to select a new developmentally appropriate curriculum. Select the desired curriculum from the Curriculum drop down list. Once you have selected the curriculum, enter the Projected Purchase Date, the Projected Training Completion Date, and click the Save button.

**Editing Curricula:** From the table, click the desired Curriculum link within the grid. Edit the necessary fields, and click the Save button.

<table>
<thead>
<tr>
<th>Developmentally Appropriate Curriculum</th>
<th>Projected Purchase Date</th>
<th>Actual Purchase Date</th>
<th>Projected Training Completion Date</th>
<th>Actual Training Completion Date</th>
<th>Creation Date</th>
<th>Approval Date</th>
<th>Pending Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete The Investigator Club</td>
<td>05/29/2020</td>
<td>06/26/2020</td>
<td></td>
<td>02/24/2020</td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

[Go Back]
Target Area: New Curriculum

NOTE Avoid using browser’s Back button. Click [Logout] to return to OEL Administrator Account!

Low Performing Provider Year

Developmentally Appropriate Curriculum

Developmentally appropriate curricula offer opportunities for children to learn individually and in groups according to their developmental needs and interests. The program should implement a curriculum that is consistent with its goals for children and promotes learning and development in each of the developmental domains addressed in the Florida VPK Education Standards adopted by the Department of Education.

Adding New Curricula: Click Add New Curriculum to select a new developmentally appropriate curriculum. Select the desired curriculum from the Curriculum drop down list. Once you have selected the curriculum, enter the Projected Purchase Date, the Projected Training Completion Date, and click the Save button.

Editing Curricula: From the table, click the desired Curriculum link within the grid. Edit the necessary fields, and click the Save button.

<table>
<thead>
<tr>
<th>Developmentally Appropriate Curriculum</th>
<th>Projected Purchase Date</th>
<th>Actual Purchase Date</th>
<th>Projected Training Completion Date</th>
<th>Actual Training Completion Date</th>
<th>Creation Date</th>
<th>Approval Date</th>
<th>Pending Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>The InvestiGator Club</td>
<td>05/29/2020</td>
<td>06/26/2020</td>
<td>02/24/2020</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go Back
### VPK Provider Improvement Process

#### Target Area: Staff Development Plan

<table>
<thead>
<tr>
<th>Add Target Area</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Target Area</strong></td>
<td><strong>Provider Pending Tasks</strong></td>
<td><strong>Provider Last Update</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>Staff Development Plan</td>
<td>No</td>
<td>2/24/2020 8:10:41 AM</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>Family Involvement</td>
<td>No</td>
<td>2/24/2020 8:11:53 AM</td>
</tr>
</tbody>
</table>

As part of your Improvement Plan, you are required to include either Developmentally Appropriate Curricula, or Staff Development Plan as a Target Area. Once you’ve added your first Target Area you may choose from the remaining Target Areas. You are required to select a minimum of two different Target Areas for improvement.

**Adding Target Areas:** Click the Add New Target Area link to add a new Target Area. Once you’ve clicked the Add New Target Area link, select a Target Area from the drop down list, and click the Add Target Area Details button.

**Editing Target Areas:** From the table shown below, click the name of the desired Target Area.

**Deleting Target Areas:** From the table shown below, click the Delete link adjacent to the desired Target Area. Please note that you can not delete a Target Area once your Improvement Plan has been approved.
VPK Provider Improvement Process

Target Area: Staff Development Plan

DOE-Approved Staff Development Plan for VPK Providers on Probation

Pursuant to 1002.67(3)(c)2., Florida Statutes, the Department of Education has approved the following for VPK providers on probation who choose to use the staff development plan to strengthen instruction in language development and phonological awareness. The Staff Development Plan includes both required and recommended trainings and activities. The Staff Development Plan’s use will be monitored by the local Early Learning Coalition.

- Click the □ image to expand a section.
- Click the □ icon to collapse a section.
- You must acknowledge the Bi-Weekly and Monthly Required Staff Development Activities to submit your Improvement Plan.
- You must acknowledge the Required VPK Assessment Administration Follow-Up Activities to submit your Improvement Plan.
- You must enter staff member information for your center’s voluntary prekindergarten program directors, instructors, and assistant teachers to submit your improvement plan.
- Sections with Pending Tasks adjacent to their name have incomplete tasks. Expand these sections and complete the required tasks.

- **Required** Bi-Weekly and Monthly Staff Development Activities
- **Required** VPK Assessment Administration Follow-Up
- **Required** Staff Development Trainings and Activities
- **Recommended** Staff Development Trainings and Activities

Go Back
**VPK Provider Improvement Process**

**Improvement Plan Comments**

In this area of the Improvement plan, users may leave comments which can be viewed by any user who has access to the Improvement Plan. Comments are displayed along with the posting user's name, user role, and the date on which the comment was posted. Once entered, comments can **NOT** be edited or deleted.

**Adding Comments:** Enter a comment into the Comment box and click the Save Comment button.

Comment (maximum 500 characters):

[Comment box]

[Save button]
### Improvement Plan Review

**For Coalition Use Only**

- **Coalition Review:** [ ] Approved [ ] Disapproved
- **Coalition Review Date:** [ ]
  (MM/DD/YYYY)
- **Coalition Comments:** (maximum 8000 characters)

---

<table>
<thead>
<tr>
<th>Review Status</th>
<th>Review Date</th>
<th>Program Year</th>
<th>Modify Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td></td>
<td>2018-19</td>
<td>2/18/2020 1:58:02 PM</td>
</tr>
</tbody>
</table>
VPK Readiness Rate Overview

Provider Resources

Coalitions
- Roles and Responsibilities
- VPK Child Eligibility
- VPK Provider Eligibility
- VPK Programs
- VPK Assessments and Kindergarten Readiness
- Good Cause Exemption
- Professional Development and Training
- Resources
- Contacts

Providers
- Becoming a VPK Provider
- Becoming a VPK Teacher or Director Endorsed
- Frequently Asked Questions
- VPK Programs for Children with Special Needs
- The VPK Class
- Assessments and FLKRS
- VPK Provider Improvement
- Professional Development and Training
- Contacts

Families
- How to Apply for VPK
- VPK Parent Handbook
- VPK for Children with Special Needs
- Finding Local VPK Programs
- My First Day of VPK
- Changing VPK Providers
- Getting Ready for Kindergarten
- Resources for Families
- Contacts

Florida’s VPK Program
- About VPK
- VPK Fact Sheet
- Types of VPK Programs
- Florida Standards Four Years Old-Kindergarten
- About Assessments in VPK and Kindergarten Screening
- Regulations
- Contacts
Questions?

VPKquestions@oel.myflorida.com
250 Marriott Drive Tallahassee, FL 32399
Toll Free 866-447-1159

www.floridaearlylearning.com